



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
Financial Affairs Section / Analytical Unit 0576
500 James Robertson Parkway, 4th Floor
Nashville, Tennessee 37243
(615) 741-1633

Date:

Company:
Company Contact:
Address:
City, ST Zip:

**RE: Sample Insurance Company (NAIC# 99999)
CONVERSION FROM A [ex:Mutual] COMPANY TO A [ex:Stock] COMPANY**

To Whom It May Concern:

This Department has been notified of the conversion of the above referenced company. To allow this Department to properly record the conversion, the following documents must be filed:

PLEASE PROVIDE	ITEM
<input checked="" type="checkbox"/>	Certified copy of the conversion approval granted by the DomiciliaryState Department of Insurance.
<input checked="" type="checkbox"/>	Amended Articles of Incorporation reflecting conversion, certified by the DomiciliaryState.
<input checked="" type="checkbox"/>	Board Resolution authorizing the conversion, bearing original certification (not photocopy) by the Corporate Secretary.
<input checked="" type="checkbox"/>	Amended Bylaws, certified by the Corporate Secretary.
<input checked="" type="checkbox"/>	Current Certificate of Compliance issued by the DomiciliaryState.
<input checked="" type="checkbox"/>	The Company's correct <u>administrative</u> and <u>mailing</u> addresses if they have changed since the current Certificate of Authority was issued.
Upon completion of this process, The company will be billed on a retaliatory basis.	

Please provide an e-mail address. Should you have any questions, feel free to contact me at (615) 741-1670, or at phil.adams@state.tn.us .

Regards,

Phil Adams
Analyst